

LOCAL RECORDS COMMISSION OF COOK COUNTY

Minutes
February 13, 2018

A meeting of the Local Records Commission of Cook County was held in the State of Illinois Video Conferencing Centers in Springfield and Chicago. The meeting was called to order at 11:06 A.M. by Martha Martinez, Cook County Board President's designee and chair of the Commission.

CHICAGO SITE:

Members Present: Martha Martinez, Cook County Board President's designee and chair of the Commission; Kathy McKee, Cook County State's Attorney's designee; Ivana Dabizljevic for Lawrence L. Wilson, Cook County Comptroller.

Members Absent: Michael Peters on behalf of Brian Bannion, City of Chicago designee.

Staff Present: Deneena Norton, Records Archivist.

SPRINGFIELD SITE:

Members Present: David Joens, Director of State Archives and designee for Jesse White, Secretary of State; Ian Hunt, designee for the Illinois State Historian.

Members Absent:

Staff Present: Bob Boots, Pamela Waggoner.

The minutes of the January 9, 2018 meeting of the Local Records Commission of Cook County were reviewed by the Commission. Chair Martinez said the minutes should reflect that there is a vacancy for the City of Chicago appointee. Mr. Joens said the minutes will be changed. He said the city has made an appointment to the commission but that the appointee, Michael Peters from the Harold Washington Library, was unable to attend today's meeting. Mr. Joens made a motion to approve the minutes as amended. Ms. Dabizljevic seconded the motion. The motion carried. Approved unanimously.

OLD BUSINESS:

Mr. Joens said the commission has not heard from the Chicago Police Department about its retentions.

Mr. Joens said it is only one week into the legislative session and he hasn't seen any legislation related to the Local Records Act.

NEW BUSINESS:

Applications:

18:001C – Village of Palatine (Palatine). Ms. Dabizljevic made a motion to approve application 18:001C. Mr. Joens seconded the motion. The motion carried. Approved unanimously.

18:010C – Forest Preserves District of Cook County-Permits, Rental, and Concessions (River Forest). Ms. McKee made a motion to approve application 18:010C as submitted. Ms. Dabizljevic seconded the motion. The motion carried. Approved unanimously. Mr. Joens noted that usually the local records commission does not approve applications piece by piece by department but said that was how we are approving the eleven departments of the Forest Preserve District and he said the system is working well. He praised Ms. Norton for making this happen. Chair Martinez noted that the Cook County President's office has increased its emphasis on proper records management techniques for all county departments and agencies, including updating records schedules and filing disposal certificates.

18:011C – Lemont Fire Protection District Fire Prevention Bureau (Lemont). Mr. Joens made a motion to approve application 18:011C as submitted. Ms. McKee seconded the motion. The motion carried. Approved unanimously.

18:012C – Lemont Fire Protection District Board of Fire Commissioners (Lemont). Mr. Joens made a motion to approve application 18:012C as submitted. Ms. Dabizljevic seconded the motion. The motion carried. Approved unanimously.

18:013C – Lemont Fire Protection District Pension Fund (Lemont). Mr. Joens made a motion to approve application 18:013C as submitted. Ms. McKee seconded the motion. The motion carried. Approved unanimously.

18:014C – Cook County Forest Preserve District-Planning and Development (River Forest). Mr. Joens noted a couple of minor corrections in the recommendations. Ms. McKee made a motion to approve applications 18:014C with typo correction to Items #10 and #18. Mr. Joens seconded the motion. The motion carried. Approved unanimously.

Public Comment: There was no public comment.

The date of the next meeting of the Local Records Commission of Cook County is scheduled for 11:00 AM on Tuesday, March 13, 2018 at the Illinois Department of Central Management Services' Video Conference Center located in Room 9-036 of the James R. Thompson Center, 100 West Randolph, Chicago, Illinois, and the CMS Video Conference Center located in the LLCC – Capital City Training Center at 130 West Mason, Springfield, Illinois.

ADJOURNMENT:

Mr. Joens moved that the meeting adjourn. Ms. McKee seconded the motion. The motion carried. Approved unanimously.

Minutes submitted by: Pamela Waggoner, Records Management Section.